

**Board of Prison Terms
Job Opportunity
STAFF COUNSEL
North and South (2 full time positions)
Legal Division**

Duties: Under the general supervision of the Staff Counsel III, the Staff Counsel, North and South, will provide necessary legal services as required for compliance with the Valdivia remedial plan, which requires that all parolees pending revocation charges be provided an attorney, and that a probable cause hearing be held in advance of the revocation hearing. The Staff Counsel, North and South, will provide training to Commissioners and Deputy Commissioners on basic due process procedures for probable cause and revocation hearings, and will provide on-call legal advice and general support for Northern and Southern Deputy Commissioners conducting those hearings. The Staff Counsel may act as liaison with the Attorney General's staff, Department of Corrections' staff, and plaintiffs' attorneys regarding Northern and Southern Division hearings, and may participate in drafting and reviewing policy, forms, and regulations to implement the remedial plan. The Staff Counsel, North and South, will assist in negotiating, reviewing administering and auditing services provided by the legal services provider, which may include participating in developing and updating standards for the panel attorneys, recruiting panel attorneys, evaluating attorney performance at revocation hearing, administering the attorney discipline system, scheduling attorneys and ensuring the transportation of parolees to appropriate hearing sites, and assuring that Americans With Disabilities Act accommodations are timely provided at revocation hearings. The Staff Counsel, North and South, will also participate in the preparation of budgets and special reports.

Desirable Qualifications: This position requires proficiency with Microsoft Word as well as strong skills in organization and writing. Familiarity with the criminal justice system and the parole process is a plus. The applicant must be willing and able to travel to jails and institutions throughout California, satisfy security clearance criteria and work as close contact with prisoners and parolees.

Who Should Apply: This position requires membership in The State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment. Applicants who are not members of the State Bar of California but who are eligible to take the California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to the State Bar.) Travel is required (about 15%). A valid driver's license is required.

Salary: Range A - \$3,834 - \$4,208 per month
Range B - \$4,414 - \$4,847 per month
Range C - \$5,320 - \$6,433 per month
Range D - \$5,988 - \$7,386 per month

How to Apply: Submit a standard state application and resume to:

Board of Prison Terms, E-18
1515 K Street, Suite 600
Sacramento, CA 95814
Attn: Angela Hampton
(916) 445-2779

Deadline: **Until Filled**

Applications will be screened, and the most qualified applicants will be scheduled for an interview. *Pending DPA Approval.*